



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 901 – Payroll Timesheets & Overtime Accounting

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Forms Referenced in Procedure:	COSA Notice of Leave Form COSA Uniformed Police Notice of Leave Form SAPD Form #15 C SAPD Form #15 O SAPD Form #17-303	Related Procedures:	None

.01 INTRODUCTION

This procedure establishes guidelines for the proper completion of payroll time sheets and also establishes a system to allow for the accurate control, tracking, and accountability of overtime pay and compensatory time accrual.

.02 PAYROLL TIME SHEETS

- A. All members assigned to a unit are listed alphabetically on SAPD Form #17-303, *Payroll Time Sheet*. Sworn members are listed first, in order of rank, followed by non-sworn members. The members' SAP number is also listed.
- B. Unit/Shift Directors are responsible for the completion and accuracy of the payroll time sheet. The data entry function may be delegated to another unit/shift member.
- C. A member's actual status must be identical to that listed on the payroll time sheet, indicated by letters or a symbol, for each day of the accounting period.
- D. When an exception occurs to an employee's scheduled workweek, a City of San Antonio Uniformed Police *Notice of Leave* Form is submitted. The approving supervisor will immediately forward the SAPD Notice of Leave form (GR.1050-54(b).PER.REQ.SAPD/Leave Notice) electronically to "SAPD Sworn Payroll Inquiries" (Outlook).
 1. In the event a member does not take the leave as documented on the *Notice of Leave* form, the member's supervisor will e-mail a supervisor in Payroll Services.
 2. The supervisor in the Payroll Services will then ensure the *Notice of Leave* form is removed from the file, and the member's time is not taken.
- E. In the table below, the following codes are to be used to denote an employee's duty status for each day of the accounting period for the payroll time sheet and the *Notice of Leave* form:

	Payroll Code	Notice Of Leave Codes	Duty Status
1.	/	N/A	Present for duty
2.	AD	AD01	Administrative leave
3.	BD	BD01	Bonus day
4.	CT	CO01	Compensatory time
5.	DF	BE01	Death in family (<i>Bereavement</i>)
6.	DL	N/A	Disability leave (<i>non-sworn members</i>)
7.	FH	N/A	Floating holiday



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Cont'd.	Payroll Code	Notice Of Leave Codes	Duty Status
8.	N/A	FI01	<i>Fitness Leave</i>
9.	HD	HO01	<i>Holiday</i>
10.	IJ	N/A	<i>Injured on-duty leave for any member, sworn or non-sworn</i>
11.	LL	LL01	<i>Legislative leave</i>
12.	LW	LE01	<i>Leave without pay</i>
13.	ML	MI01	<i>Military leave</i>
14.	MW	MI02	<i>Military leave without pay</i>
15.	PL	N/A	<i>Personal leave (non-sworn)</i>
16.	RD	N/A	<i>Relief day</i>
17.	SK	SI01	<i>Sick leave</i>
18.	SA	N/A	<i>Special assignment</i>
19.	SP	N/A	<i>Suspension without pay</i>
20.	VC	VA01	<i>Vacation or annual leave</i>
21.	N/A	JD01	<i>Jury Duty</i>
22.	N/A	TL01	<i>Travel (Admin Leave)</i>
23.	N/A	TR01	<i>Training (Admin Leave)</i>

F. Shift Differential:

Unit supervisors will electronically submit a list of officers eligible for shift differential pay by the 10th of each month in the following format to “SAPD Shift Differential” (Outlook). The supervisors will receive an e-mail response verifying the list was received.

Office:	Patrol Division	Shift:	PDC
Hours Worked From:	2130 to 0630	Month:	October 04
NAME	BADGE NUMBER	SAP Employee Number	
Smith, Joe	222	123456	
Doe, Eric	1112		

G. The “Remarks” column of the payroll time sheet is used for the following:

1. The purpose and location for any special assignment, administrative leave, or legislative leave;
2. To note the date a member returns to his parent unit/shift from a special assignment, administrative leave, or legislative leave;
3. The date the member transferred to or from a unit/shift;
4. To indicate whether the leave was taken was scheduled or unscheduled, in accordance with Article 22, Section 4 of the Collective Bargaining Agreement.
5. The relationship of a deceased family member, if “DF” is listed; and
6. The number of hours, less than a full tour of duty, a member does not work due to being on any type of leave or for being tardy. Time less than a full hour is noted in minutes.



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H. Miscellaneous Payroll Time Sheet Instructions:

1. Members placed on special assignment or administrative leave are coded accordingly on the payroll time sheet of the parent unit/shift.
2. When a member is on special assignment to another unit/shift, that unit/shift acknowledges such personnel by name on its payroll time sheet and accounts for all time, including *Notice of Leave*, until such time as the member returns to his parent unit/shift.
3. When a city holiday occurs while a member is on annual leave, the member's duty status for the day is listed as holiday on the payroll time sheet.
4. Sworn members calling in sick on a city holiday are listed as sick on the payroll time sheet for that day.

I. Unit/Shift Directors are responsible for ensuring each leave or absence listed on the payroll time sheet has corresponding documentation properly submitted to Payroll Services. Documentation includes, but is not limited to the following:

1. City of San Antonio Uniformed Police *Notice of Leave* Form;
2. Military leave orders, if applicable.

J. Completed payroll time sheets shall be submitted electronically to "SAPDUniformTimesheets" (Outlook). no later than the Monday morning following the end of the accounting period.

.03 FIESTA & SPECIAL EVENT OVERTIME ACCOUNTING

- A. The overtime accounting process for all members working a Fiesta event or a special event is handled by the special event commander in charge of the event through the Police Event Management System (PEMS).
- B. Members shall choose either overtime or compensatory time as compensation for overtime worked at a Fiesta or special event prior to the start of the event.
- C. Members may verify the amount of overtime or compensatory time earned after the completion of a Fiesta or special event assignment by accessing PEMS, through COSANET, using either a mobile data computer (MD) or an office computer.
- D. Members finding a discrepancy for overtime worked and the amount of overtime or compensatory time credited to them for working a Fiesta or special event should contact the special event commander. The special event commander is the only person authorized to make corrections in the Police Event Management System (PEMS).

.04 DONATING BLOOD – CITY ENDORSED BLOOD DRIVE

- A. Sworn and non-sworn members receive four (4) hours of compensatory time for donating blood during a city endorsed blood drive.
- B. Members donating blood should obtain a blood donor receipt from blood bank personnel.
- C. Blood bank personnel will send a list of members donating blood to the Office of the Chief. After verification, the blood donor list is sent to Payroll Services and the compensatory time is credited to each member that donated blood.



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- D. If a member that donated blood has not been credited with compensatory time thirty (30) days from the date of the blood donation, the member should fill out a compensatory time card, attach a copy of the blood donor receipt to the card, and deliver the compensatory time card to the Office of the Chief.

.05 OVERTIME & COMPENSATORY TIME CARDS

- A. Members are entitled to be compensated for time spent working beyond or outside of their normal duty hours. Requests for overtime are managed and documented on overtime and compensatory time cards. Supervisors and Managers review overtime and compensatory time cards for accuracy and verification.
1. Overtime may become available and can be authorized by any of the following personnel:
 - a. Supervisors (including Internal Affairs)
 - b. Dispatchers
 - c. Legal Affairs, which may include:
 - i. Court Liaisons (Municipal, County and District through Court Attendance Cards)
 - ii. City Attorneys
 2. Types of Overtime Cards
 - a. SAPD Form #15-O, *Overtime Pay Record* (white card), shall be submitted by officers who wish to receive pay for working overtime assignments other than Fiesta or special events.
 - b. SAPD Form #15-C, *Compensatory Overtime Record* (pink card), shall be submitted by members who wish to accrue compensatory time for working overtime assignments instead of receiving pay.
- B. Members request overtime by completing overtime or compensatory time cards. Overtime and compensatory time cards shall be filled out completely and legibly.
- C. The following information will assist officers in completing overtime and compensatory time cards.
1. SAP# Employee Number. This number must be written into the space provided.
 2. Signature Cards submitted for overtime or compensatory time are official government documents. By signing the document, the applicant is acknowledging the information on the card is true and accurate. In the event the applicant's signature is difficult to read, the applicant shall print their last name and first name (no initials) above the signature space.
 3. Badge-# Number - Officers shall print their badge number in the space provided.
 4. Office Code - Members shall print the three (3) letter office code for their unit of assignment.
 5. Regular Duty Hours - Members shall print their regular duty hours for the date they earned the overtime.
 6. Overtime Earned From - Members shall print the date and time they started earning overtime and the date and time they stopped earning overtime.



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7. Justification/Event and Case Number - Explains the reason why the member was earning overtime and the case number used to document the event. On late calls (LC), the time assigned, location, type of call, and case # shall be included in the Justification/Event and Case Number line.
8. OT Code: LC, AE, VR, Other - The three codes listed were put there for the convenience of officers. Almost all overtime falls under one of these three codes. Either circle the one most appropriate or write in the code most appropriate. See below for more commonly used codes.
9. OT Rate: 1.0, 1.5, and 2.0 - These codes were printed on the card for the convenience of officers. Circle the correct code. In the event you don't know what the correct code is, contact a supervisor:
 - a. 1.0 – Overtime payable at straight time (non-sworn members)
 - b. 1.5 – Overtime payable at time and one half: and
 - c. 2.0 – Overtime payable at double time.

For sworn members, the current Collective Bargaining Agreement is the proper source in determining the appropriate rate for overtime worked.

10. Notified Supervisor Name - Officers submitting cards for Assignment Extension (AE) or Voluntary Return (VR) must notify a supervisor prior to working the overtime. Officers shall print the name and badge number of the supervisor.
11. Verification Signature
 - a. Overtime and compensatory time cards submitted by sworn and non-sworn members shall be reviewed and verified by a supervisor in higher rank of the submitting member prior to being submitted to Payroll Services:
 - i. Only one verification is necessary prior to submitting to Payroll Services.
 - b. Supervisors review overtime and compensatory time cards for accuracy and legibility. Overtime and compensatory time cards which are incomplete or in error are returned to the submitting member for correction and re-submittal.
 - c. Stamps are not authorized for signatures on overtime and compensatory cards.
12. OVERTIME CODES - An overtime code, designated by two (2) letters, is used to identify the category of overtime worked. The below listed codes are the most commonly used. For additional listings of overtime codes, contact Payroll Services or look on [SAPDWeb](#) under Fiscal. [Overtime/Comp Time Codes](#)

	Code	Category of Overtime
1.	AE	<i>Extension of an assignment, with prior authorization by a supervisor, excluding late calls.</i>
2.	CA	<i>Activities related to Texas Alcoholic Beverage Commission hearings. This includes pre-hearing meetings, giving depositions and attending hearings.</i>
3.	CC	<i>Attendance in County Court. This includes pre-trial meetings, giving depositions and attending court. Does not include stand-by.</i>
4.	CD	<i>Attendance in District Court. This includes pre-trial meetings, giving depositions, and attending court. Does not include stand-by.</i>
5.	CF	<i>Attendance in Federal or Civil Court. This includes pre-trial meetings, giving depositions and attending court.</i>
6.	CG	<i>Attendance related to Grand Juries. This includes pre-trial meetings, giving depositions, and attending hearings.</i>



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7.	CJ	Activities related to participations in Justice of the Peace Hearings. This includes pre-hearing meetings, giving depositions, and attending hearings.
8.	CL	Activities related to Administrative License Revocation Hearings. This includes pre-trial meetings, giving depositions, and attending court.
9.	CM	Attendance in Municipal Court. This includes pre-trial meetings and attending court.
10.	CS	Activities related to Civil Service Hearings and Arbitrations. This includes pre-hearing/arbitration meetings, giving depositions, and attending hearings/arbitration. Court related activities (i.e., meeting with city, state, or federal attorneys)
11.	FT	FTO Program activities by non-FTO officers. Cards must include the name of the cadet, probationary officer, or officer assigned to remedial training, and the immediate supervisor's signature. Cards are routed to Training Academy for Second (2 nd) Level Approval by Training Academy Commander or his designee.
12.	IA	Internal Affairs Unit investigation activities. IA overtime approvals will be charged to Internal Affairs. <u>On-Duty Officers:</u> When an Internal Affairs Supervisor notifies an on-duty officer to report to the Internal Affairs Unit regarding an Internal Affairs investigation, and, as a result, the officer works overtime, the officer will complete an overtime card. The Internal Affairs Supervisor will sign the back of the overtime card and make a notation as to the time the officer left the Internal Affairs Unit. After the officer arrives at his substation, he will time-stamp the card and submits it. The card will be approved by the officer's immediate supervisor and then routed to the Internal Affairs Unit for Second (2 nd) Level approval. <u>Off-Duty Officers:</u> When an officer on off-duty status reports to the Internal Affairs Unit at the request of Internal Affairs Supervisor regarding an internal affairs investigation, the officer will complete an overtime card and submit it to the Internal Affairs Supervisor. The First (1 st) Level and Second (2 nd) Level approval will occur within the Internal Affairs Unit.
13.	IC	Involuntary Callback. An officer is ordered to return to duty for a non-scheduled event, or an emergency situation after having been released from duty for fifteen (15) or more minutes and called back to report to duty by appropriate supervisor or authority. The overtime is paid at the three (3) hour minimum at the 1.5 rate and at the 2.0 rate on vacation and relief days in accordance with Article 18 of the current Collective Bargaining Agreement. It specifically does not include meetings set up by the officer outside his normal duty hours. It does not include events the officer has volunteered to attend. Examples of IC include: Officers assigned to the Officer Involved Shooting Team being ordered to respond to a scene by the shooting team commander while off duty; or officers ordered by a supervisor to return to duty more than fifteen minutes past the end of their shift.
14.	LC	Late Call: Overtime spent completing a call for service assigned by the dispatcher during the member's regular tour of duty. The time assigned, location, type of call, and case # shall be included on the overtime card. Late calls are assigned by the Communication Unit.
15.	SC	Stand-by for County Court.
16.	SD	Stand-by for District Court.

a. Only one (1) overtime code, the most applicable, shall be affixed to an overtime or compensatory time card.

13. Accounting Override – A member may work on some assignment not covered by the budget assigned to their office code. The Department will pay the member with the Accounting Override. Circle either Sworn or Non-Sworn to identify the category of personnel. Some examples are as follows:

- a. Working as an FTO Alternate: An officer who is not an FTO and is assigned a cadet or probationary officer for the shift submits the overtime or compensatory card to the Training Academy (Field Training Monitor). The Training Academy writes in the appropriate override code.
- b. Responding to Internal Affairs while off duty: An officer is ordered to write a report for Internal Affairs while off duty. The overtime code used is IA. An Internal Affairs Unit supervisor will verify.